

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLORADO



TWO-YEAR TERM LAW CLERK POSITION
Chambers of U.S. District Judge William J. Martínez

Location: Denver, Colorado

Opening Date: January 24, 2022

Closing Date: Open Until Filled

The U.S. District Court for the District of Colorado is seeking a term law clerk for an upcoming opening in the Chambers of U.S. District Judge William J. Martínez. This position will be for two years, to commence on June 1, 2022 and conclude on May 31, 2024. The duty station for this position is located at 901 19th Street, Denver, Colorado.

Applications will be reviewed and interviews will be conducted on a rolling basis, with a preference given to applications received on or before February 21, 2022.

In this position the law clerk will provide legal support to the Judge by conducting legal research, preparing memoranda and draft orders, attending trials, hearings, and other court proceedings, and acting as legal advisor. The Judge's Chambers is a hard-working but friendly environment.

Minimum Qualifications:

To be eligible for consideration, the applicant must:

1. Be a graduate of an accredited law school,
2. Have excellent writing and legal research skills, and
3. Have high ethical standards, be committed to justice and the rule of law, and have a sense of humor.

Strongly Preferred Qualifications:

For this position, Judge Martínez strongly prefers applicants with the following qualifications:

1. Prior experience as a federal court law clerk, and/or
2. Three or more years of legal experience.

How To Apply:

Applicants must apply through the Online System for Clerkship Application and Review, at <https://oscar.uscourts.gov/>. Through OSCAR, each applicant should submit:

1. A cover letter describing your legal experience and why you believe you are well-suited to the position in our Chambers;
2. A detailed and up to date résumé;
3. Two substantial writing samples which reflect no more than *de minimis* editing by other individual(s); and
4. The names of three references, along with their current telephone number and e-mail address. Letters of recommendation should **not** be submitted at this time.

Please **DO NOT** send any application materials to us through any other means, including in hard copy or via electronic mail.

Only qualified applicants will be considered for an interview for this position. Applicants who do not timely submit all required materials, as stated in the How to Apply section of the Vacancy Announcement, will not be considered.

The selected applicant will be required to complete a FBI fingerprint background check. Retention in the position will depend on a favorable suitability determination.

An Applicant must be a U.S. citizen or legally eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that those selected for all law clerk positions be eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) form. Proof of eligibility status will be required.

**The United States District Court for the District of Colorado
Is an Equal Opportunity Employer**